



Common User Mistakes - Payment Methods

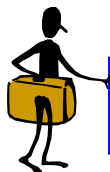
This document provides a list of the errors that result from the selection of the incorrect payment method if the error is not caught prior to the approval of the travel voucher.

Payment Method	Description
GTA Reimbursable	Sponsor reimbursing NIH for ticket and TMC fee. Ticket reimbursed to the Travel Center - not traveler.
GTA	Ticket reimbursed to the Travel Center - not traveler.
Sponsored Reimbursable	Sponsor is reimbursing NIH for expense. Cost reimbursed to the traveler.
Sponsored In-Kind	Sponsor is paying directly for the expense.
Travel Card	Government issued, individually billed, charge card. Cost reimbursed to the traveler.
Other	Cash. Cost reimbursed to the traveler.



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What if I selected GTA Reimbursable...	
But the correct value is...?	Impact
GTA	<ol style="list-style-type: none"> 1. The sponsor record will indicate that they owe the NIH for the cost that is actually being paid by the IC 2. If a direct project was selected, the traveler may not receive any payment for the entire voucher
Sponsored In-Kind	<ol style="list-style-type: none"> 1. The sponsor record will indicate that they owe the NIH for a cost that was actually provided by the sponsor 2. The OFM Travel Office may contact you about incorrect GTA charges 3. Sponsored in-kind contribution will not be fully reflected in financial records for reporting purposes
Sponsored Reimbursable	<ol style="list-style-type: none"> 1. The traveler will be underpaid 2. The OFM Travel Office may contact you about incorrect GTA charges
Other	<ol style="list-style-type: none"> 1. The traveler will be underpaid 2. The OFM Travel Office may contact you about incorrect GTA charges 3. The sponsor record will indicate that they owe the NIH for the cost that is actually being paid by the IC 4. If a direct project was selected, the traveler may not receive any payment for the entire voucher.
Travel Card	<ol style="list-style-type: none"> 1. The traveler will be underpaid 2. The OFM Travel Office may contact you about incorrect GTA charges 3. The sponsor record will indicate that they owe the NIH for the cost that is actually being paid by the IC 4. If a direct project was selected, the traveler may not receive any payment for the entire voucher.



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What if I selected GTA...	
But the correct value is...?	Impact
<i>GTA Reimbursable</i>	1. The sponsor record will indicate that they owe the NIH less than they actually do
<i>Sponsored In-Kind</i>	1. The OFM Travel Office may contact you about incorrect GTA charges 2. Sponsored in-kind contribution will not be fully reflected in financial records for reporting purposes
<i>Sponsored Reimbursable</i>	1. The traveler will be underpaid 2. The OFM Travel Office may contact you about incorrect GTA charges 3. The sponsor record will indicate that they owe the NIH less than they actually do
<i>Other</i>	1. The traveler will be underpaid 2. The OFM Travel Office may contact you about incorrect GTA charges
<i>Travel Card</i>	1. The traveler will be underpaid 2. The OFM Travel Office may contact you about incorrect GTA charges



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What if I selected Sponsored In-Kind...	
But the correct value is...?	Impact
<i>GTA Reimbursable</i>	<ol style="list-style-type: none"> 1. The OFM Travel Office will contact you about incorrect GTA charges 2. The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes 3. The sponsor record will indicate that they owe the NIH less than they actually do
<i>GTA</i>	<ol style="list-style-type: none"> 1. The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes 2. The OFM Travel Office will contact you about incorrect GTA charges
<i>Sponsored Reimbursable</i>	<ol style="list-style-type: none"> 1. The traveler will be underpaid 2. The sponsor record will indicate that they owe the NIH less than they actually do 3. The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes
<i>Other</i>	<ol style="list-style-type: none"> 1. The traveler will be paid too little 2. The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes
<i>Travel Card</i>	<ol style="list-style-type: none"> 1. The traveler will be paid too little 2. The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes



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What if I selected Sponsored Reimbursable...	
But the correct value is...?	Impact
GTA Reimbursable	<ol style="list-style-type: none"> 1. Traveler will be overpaid and must refund the amount to the NIH 2. The OFM Travel Office will contact you about incorrect GTA charges
GTA	<ol style="list-style-type: none"> 1. Traveler will be overpaid and must refund the amount to the NIH 2. The OFM Travel Office will contact you about incorrect GTA charges 3. The sponsor record will indicate that they owe the NIH more than they actually do
Sponsored In-Kind	<ol style="list-style-type: none"> 1. Traveler will be overpaid and must refund the amount to the NIH 2. Sponsored in-kind contribution will not be reflected in financial records for reporting purposes 3. The sponsor record will indicate that they owe the NIH for the cost that has already been provided by the sponsor
Other	<ol style="list-style-type: none"> 1. The sponsor record will indicate that they owe the NIH for the cost that is actually being paid by the IC
Travel Card	<ol style="list-style-type: none"> 1. The sponsor record will indicate that they owe the NIH for the cost that is actually being paid by the IC

What if I selected Other...	
But the correct value is...?	Impact
GTA Reimbursable	<ol style="list-style-type: none"> 1. Traveler will be overpaid and must refund the amount to the NIH 2. The OFM Travel Office will contact you about incorrect GTA charges 3. The sponsor record will indicate that they owe the NIH less than they actually do
GTA	<ol style="list-style-type: none"> 1. Traveler will be overpaid and must refund the amount to the NIH 2. The OFM Travel Office will contact you about incorrect GTA charges
Sponsored In-Kind	<ol style="list-style-type: none"> 1. Traveler will be overpaid and must refund the amount to the NIH 2. Sponsored in-kind contribution will not be reflected in financial records for reporting purposes
Sponsored Reimbursable	<ol style="list-style-type: none"> 1. The sponsor record will indicate that they owe the NIH less than they actually do
Travel Card	No error



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What if I selected Travel Card...	
But the correct value is...?	Impact
GTA Reimbursable	<ol style="list-style-type: none"> 1. Traveler will be overpaid and must refund the amount to the NIH 2. The OFM Travel Office will contact you about incorrect GTA charges 3. The sponsor record will indicate that they owe the NIH less than they actually do
GTA	<ol style="list-style-type: none"> 1. Traveler will be overpaid and must refund the amount to the NIH 2. The OFM Travel Office will contact you about incorrect GTA charges
Sponsored In-Kind	<ol style="list-style-type: none"> 1. Traveler will be overpaid and must refund the amount to the NIH 2. Sponsored in-kind contribution will not be reflected in financial records for reporting purposes
Sponsored Reimbursable	<ol style="list-style-type: none"> 1. The sponsor record will indicate that they owe the NIH less than they actually do
Other	No error